

TAB

Hannay

12 November 1969
 26 August 1971

**INSTRUCTIONS FOR CODING LANGUAGE REQUIREMENTS
 ON FORM 1023 - COMPUTER INPUT**

Item No.	Item Name on Form 1023	Coding Instructions
1	Identification	Code the letter "S"
2	Control No.	The appropriate number to reflect the entry in its proper place as indicated by the Form 261.
		Language requirements for the component will appear after the component header and precede the first position for that component.
		Language requirements for the position will precede the position having the language requirement.
3	Effective Date	Use current coding instructions.
4	Headquarters	Use current coding instructions.
5	Type of Change	Use current coding instructions.
6	Type of Header	Do not code
7	Organizational Unit	Do not code
8	Totals	Do not code
9	Position Title	Enter the clear text language. For "recap" records it must be preceded with '\$*'. For non "recap" records precede the clear text language with '**'.
10	Schedule	Enter the language proficiency codes for reading, speaking, and understanding. 1st character indicates reading 2nd character indicates speaking 3rd character indicates understanding The only permissible characters are H, I, N, E, S, and a dash (-).

11	Occupational Series	Enter the language code in the first four (4) 1st character is a "B" 2nd character is a letter 3 & 4 character is numeric 5,6,7 characters leave blank <i>5th character can be \$, /</i>
12	Grade	Enter the type of requirement and the number required. <i>MUST</i> 1st character can be the letter "G" or "S" 2nd & 3rd character is the number required. 3 would be entered as #3. 4 & 5 characters leave blank
13	SG or OO	Do not code
14	Planned Incumbency	Do not code
15	Position No.	Enter position number as shown on Form 261. Must be the same position number as the position it precedes. <i># Position No. is not required for Recay (#x).</i>
16	Current Authorization	Do not code for Recay (#x).
17	SD	Do not code

SECRET

(When F d In)

~~RE~~ = INDICATES FIELDS TO BE LDED S: L.D.P.

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STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

ITEMS	IDENTIFICATION										HOOTRS.	TYPE OF CHANGE	
	P-POSITION S-SPECIAL H-HEADER	CONTROL NO.			EFFECTIVE DATE								
		OFFICE CODE	DIVISION CODE	SEQUENCE NO.	MO.	DAY	YEAR						
<	•	•	•	•	•	•	•	•	•	•	•	•	•
6.	ORGANIZATIONAL UNIT										7.		
HEADER INFO	TYPE OF HEADER												
	•	•	•	•	•	•	•	•	•	•	•	•	•
	ORGANIZATIONAL UNIT										8.		
DISPOSITION INFO											TOTALS (Manual)		
	•	•	•	•	•	•	•	•	•	•	•	•	•
SUMMARY	10. POSITION TITLE * * = RECAP * * = LANG. POSITION * * = LANG. CODE LANGUAGE TEXT										11. SCHEDULE PROF. R.S. 64		
GRADE	12. REQ N.O.		13. SG OR OO		14. PLANNED INCUMBENCY		15. POSITION (Slot) NO. POSITION NO.		16. CURRENT AUTHORIZATION		17. SD		
INFO	•	•	•	•	•	•	•	•	•	•	•	•	•

SECRET

(When F d In)

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STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

*SIMPLIFIED
Code Sheet For
L.D.P. Input*

1.		2.			3.			4.			5.			
IDENTIFICATION		CONTROL NO.			EFFECTIVE DATE			HQDTRS.			TYPE OF CHANGE			
P-POSITION S-SPECIAL H-HEADER	OFFICE CODE	DIVISION CODE	SEQUENCE NO.		MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	6-REORGAN. 7-DELETE CONT. NO. 8-RETAIN CONT. NO. 9-NEW CONT. NO.					
<i>< • S • 85290005995 • 671869 • 1 • 9</i>														
6.		7.												
TYPE OF HEADER	ORGANIZATIONAL UNIT													
•	•													
7. CONTINUED												8.		
ORGANIZATIONAL UNIT												TOTALS (Manual)		
•	•													
9.		10.			11.									
<i># * * * LANGUAGE TEXT</i>												SCHEDULE <i>PROF. R. W. S.</i>		
<i>* * CHINESE, TAIPEI NG</i>												OCCUPATIONAL SERIES <i>LONG. GPC</i>		
12.		13.		14.		15.		16.		17.				
REQ.	GRADE No.	SG OR OO		PLANNED INCUMBENCY		POSITION (SLOT) NO. POSITION No.		CURRENT AUTHORIZATION		SD				
•	S 02	•	•	•	•	•	0426	•	•	•	•	>		